

TOWN OF NEWINGTON

RECEIVED FOR RECORD  
IN NEWINGTON, CT

TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

REGULAR MEETING MINUTES

April 22, 2020

*John O. Krupinski*  
Town Clerk

Zoom Event, Originally Scheduled for the Town Hall Lower Level, Room L101

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:01 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Ed Murtha, Anthony Claffey (participated starting at 5:06 PM), and Rod Mortensen (participated starting at 5:07 PM). Others participating: Beth DelBuono, Mayor; Keith Chapman, Town Manager; Frank Tomcak, Downes Construction Company; Chris O'Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; Paul Boutot, Chief Information Officer; James Krupinski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Murtha made a motion that the minutes of the April 8, 2020 meeting be approved as written. A second to the motion was made by Mr. Miner. The motion was approved by a vote of 4 YES to 0 NO.
- IV. Public Participation – Barbara Squillacote, 275 Field Street, spoke about the generator, COVID-19 measures and Zoom.
- V. Project Update – Presented by Mr. Tomcak. He began by presenting a financial summary of the project. It showed change order requests approved to date totaling \$696,855.55 and, if the Change Order Proposals (COPs) that he is requesting action on this evening are approved, a total anticipated Guaranteed Maximum Price (GMP) of \$28,353,739.36. If the COPs he is requesting action on this evening, along with the other approximate cost COPs, are approved, he shows the Owner's remaining contingency will be \$333,833.54. The Total Project Budget is \$30,394,383. Ms. Budrejko asked Mr. Tomcak if he was comfortable that the combined Owner and Construction Manager contingencies totaled less than \$1 million, that this was sufficient for the project through the second/demolition phase? Mr. Tomcak responded that he was comfortable with what is in contingency. Mr. Miner noted that a reconciliation of the Construction Manager's contingency was coming up soon, and asked when the following reconciliation would be. Mr. Tomcak replied that would occur close to the end of the second phase of the project.

Mr. Tomcak then presented his schedule update. These items included work completed, work in progress, work to start, and other critical items/milestones. Work completed as of Monday (April 20<sup>th</sup>) included masonry veneer at the gym, footings and foundations for the Town Hall main entries (west and east sides), steel columns and beams for the Town Hall main entries (there is still some detailing to do), millwork on

the 2<sup>nd</sup> floor (this is substantially complete, it includes the cabinetry in the kitchenettes), wire and cable terminations on the second floor (they are terminating all the power, and also the fire alarm, wiring), porcelain tile in the 1<sup>st</sup> floor bathrooms, preparation and painting on the 3<sup>rd</sup> floor, in-wall electrical and plumbing rough-in for the Community Center, Community Center interior door frames (all have been set), gymnasium interior wall preparation, and furring and sheetrock on the walls inside the vault (the taper is working now).

Work in progress consists of installation of exterior door frames and doors (set along the Community Center), set the remaining cornice at the top of the gym exterior walls (all sides are now done), installation of the roofing system at the Community Center canopy roofs (small overhangs at six locations), install ductwork serving the gymnasium (from the unit on the connector; roofers are also setting the metal fascia), 1<sup>st</sup> floor flexible ductwork and diffusers (set on the 1<sup>st</sup> and 3<sup>rd</sup> floors at the same time), 3<sup>rd</sup> floor acoustical ceiling grid (enclosed offices are complete), millwork on the 3<sup>rd</sup> floor, porcelain tile on the 3<sup>rd</sup> floor, hanging drywall in the Community Center (rooms are completed on the hallway side), mechanical equipment start up (Swan Associates has been on site with the Commissioning Agent, Innovative Engineering Services, going over a pre-functional checklist of all equipment), setting the plumbing fixtures in the Town Hall (toilets, urinals, and some sinks), and pulling backbone cabling to each data room (working on the 1<sup>st</sup> floor termination of data cabling).

Work to start includes setting the flag poles (by the Town Hall west entry), vinyl plank and carpet installation on the 3<sup>rd</sup> floor (Downes wants to finish the building from the top down), above ceiling inspection for the Grand Hall (scheduled for April 23<sup>rd</sup>), acoustical ceiling grid in the Grand Hall and on the 1<sup>st</sup> floor, the elevator cab construction, relocate the temporary fencing for the Mazzocchi Way binder course, sidewalk and curbing along Mazzocchi Way (the preparation work starts next week), and tracking the delivery of the general trade packages (there have been factory shut downs for bleachers and also for the operable partitions that are in the gymnasium and the conference rooms).

Under other critical items and milestones, Mr. Tomcak noted that there were 31 contracts on this project. Monitoring 31 COVID-19 mitigation plans involves time and effort. Regarding labor shortages from COVID-19, three workers exhibited signs of the virus (one last Thursday, one last Friday, and one over the weekend). All will be self-quarantined for the next 14 days. Before returning to work they must show evidence from a doctor that says it is OK for them to return. They are all from the same trade. It is having an impact. That trade added a worker today and hopefully can add another one shortly. Downes is sanitizing the job site twice a week. They have started, and will continue, temperature monitoring of everyone who comes on site. Even though this is an unforeseen condition, this is being charged to the Construction Manager's contingency.

Mr. Harpie asked if the items affected by factory shutdowns were critical path items for the Community Center. Mr. Tomcak replied that the operable partitions were located not only in the Community Center but also in the Town Hall. They serve a programmatic function. The building could function for a short time without them if it

came to that. The gymnasium bleachers are the biggest holdup right now. There is not a lot of information coming from the factory. They are out of Michigan. Mr. Miner asked if they on a performance contract with a "drop dead" date for delivery. Mr. Tomcak replied that the requirement for a bond for the general trades had been excluded. Mr. Miner asked if the three employees had tested positive for COVID-19. Mr. Tomcak explained that they had not, they only exhibited symptoms. Mr. Miner stated that on another job he is familiar with, it is required that the workers have two negative tests before they are allowed to return, but there have not been any tests taken to confirm that they have COVID-19. Mr. Tomcak replied that he will have to educate himself some on that aspect.

Mr. Tomcak then presented the ten COPs he was requesting action on at this meeting. These include #182, reconcile temporary heat allowance, a credit of (\$5,373.99); COP # 183, set/wire weatherproof enclosures for duct smoke detectors (mounted on the ductwork for Roof Top Unit 1 that serves the gym), for \$5,271.26; COP #189, sealed concrete in lieu of vinyl composite tile originally specified within the vault (this price is for 1,200 square feet of sealed concrete), for \$1,789.00; COP #190, install bedpan cleanser for the Transition Academy (this is coming out of the Construction Manager's contingency, with no change to the GMP [Guaranteed Maximum Price]); COP #192, expedite electrical rough-in for the Community Center (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #194, precautionary measures against COVID-19 (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #195, enclose 10" storm drain pipe with framing/drywall outside room 1210, for \$863.09; COP #196, reconcile winter weather concrete allowance, a credit of (\$23,087.95); COP #203, expedite electrical rough-in for the gymnasium (this is coming out of the Construction Manager's contingency, with no change to the GMP); and COP #204, remove/re-install temporary fencing along the east side of the site (this is coming out of the Construction Manager's contingency, with no change to the GMP). The total of all these COPs is a credit of (\$20,538.59).

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 34, 154, 173, 181, 197, 198, 199, 200, 202, and 205. The amounts have not been finalized. Mr. Tomcak stated that there were two Order of Magnitude COOPs that had come to his attention after the document for this evening's meeting was prepared. They are COP # 206, to add Call-for-Aid stations in three single bathrooms; and COP #207, to provide for access panels in the ceiling of the Grand Hall in order to access volume dampers. Mr. Harpie asked if the access panels were not in the specifications or bid documents. Mr. Tomcak replied that there were several specifications for access panels. The Grand Hall has a different type of ceiling set up. It is a unique condition. Mr. Miner asked about several of the other order of magnitude/pending revisions, was each an omission or a change? For COP #181, Mr. Tomcak felt this was an omission. COP #173 was an end user request. For COP #205, Mr. Tomcak would have to defer to the design team. COP #206, Mr. Tomcak felt that was an omission. In response to a question from Mr. Miner, Mr. Schweitzer said that he was continuing to track the potential omissions. There were no new rejected COPs.

Mr. Tomcak concluded his update by presenting 17 photos. The 1st photo showed the east side of Town Hall, as well as some steel and detailing. The 2<sup>nd</sup> photo was of the bump out for the gymnasium. This photo was taken on April 20<sup>th</sup>. It shows a worker power washing the brick. The workers have already finished the cornice that is at the top of the wall. The 3<sup>rd</sup> photo was of the cast stone on the southeast corner of the Community Center. Mr. Miner asked about the size of the screening on the lower roof of the Community Center. Mr. Tomcak replied that there was no screening on the Community Center or the connector. The roof screen vendor is from California and was back on site. On the Town Hall, the roof screen will give the Town the look of a hipped roof. Mr. Harpie told Mr. Miner that Bid Alternate 8 was for the roof screens. Mr. Miner verified that there were no roof screens for the lower level of the Community Center. The 4<sup>th</sup> photo showed a typical bathroom set up. Vanities and sinks are going in. The 5<sup>th</sup> photo showed another picture of bathrooms. The porcelain tile is typical of the setup in other bathrooms. The 6<sup>th</sup> photo shows a data room and data cables on the 2<sup>nd</sup> floor. The 7<sup>th</sup> photo is a typical millwork cabinet set up on the 2<sup>nd</sup> floor. The 8<sup>th</sup> photo is a typical 2<sup>nd</sup> floor corridor. The 2<sup>nd</sup> floor has come a long way. The 9th photo is of the 3<sup>rd</sup> floor, although the tile/backsplash pictured is the same for every water fountain. The 10<sup>th</sup> photo shows the millwork with the cherry finish that was requested by the Board of Education on the 3<sup>rd</sup> floor. The 11<sup>th</sup> photo is also of the 3<sup>rd</sup> floor. They were setting the acoustical ceiling grid on April 20<sup>th</sup>. There is now one office left to do on this floor. The 12<sup>th</sup> photo shows the open office area on the 3<sup>rd</sup> floor. The 13<sup>th</sup> photo shows that the vault door is completed. Furring inside the vault is also completed. The vault will have a dry chemical system in it, purchased from a Milford vendor affected by COVID-19. The 14<sup>th</sup> photo shows the Community Center. The west side is on the left. On the right is the Transition Academy and the day care area. The 15<sup>th</sup> photo shows the other Community Center hallway, on the south side. This photo was taken on April 20<sup>th</sup>. The drywall is now all buttoned up. The 16<sup>th</sup> photo is of the inside of the gymnasium, showing block preparation. The 17<sup>th</sup> photo shows the gymnasium with windows. A lot of painting has gone on since this photo was taken. This concluded Mr. Tomcak's presentation.

- VI. Consider and Take Action on Change Order Requests – Mr. Mortensen made a motion that the Committee accept the COPs presented at this meeting for review and approval, the COPs from #184 to #204 (#s 182, 183, 189, 190, 192, 194, 195, 196, 203 and 204) totaling a credit of (\$20,538.59). A second to the motion was made by Mr. Murtha. Discussion: Mr. Harpie stated that it was great to see numbers going the other way (a credit) on COPs. The motion passed by a vote of 6 YES to 0 NO.
- VII. Consider and Take Action on Fund Transfers – Mr. Baron stated that, because the COPs approved this evening totaled a credit balance, no transfers out of the Owner's contingency would be necessary. This credit balance would be applied to the Owner's contingency line item.
- VIII. Any Other Business Pertinent to the Committee – Mr. Baron stated that the next regular meeting dates of the Committee were on May 13<sup>th</sup> and May 27<sup>th</sup>. Mr. Boutot, at the

request of Town Manager Chapman, asked about the location and illumination of the flags. Mr. Tomcak replied that the poles are set up to make adjustments to allow the flags to fly at half mast, etc. He will check on the lights and let the Town Manager know. Mr. Murtha added that if the flags were to be flown at night, they must have illumination.

IX. Public Participation – None.

X. Comments by Committee Members – Responding to Ms. Squillacote's questions, Mr. Harpie stated that the generator standard is to have 25% in reserve. The mechanical engineer, a company called DTC, did analysis that showed it was more than that. The Town's IT Department asked questions about the generator. The Town could have some items taken off the generator. You could also run a test that would test the capacity. As to the COVID-19 countermeasures that are being taken for the safety of the subcontractors, these are being taken at no cost to the Town. Downes Construction has absorbed this through the Construction Manager's contingency. It is an important program that includes taking workers' temperatures on site and sanitizing the work space. Mr. Tomcak added that the frequency of sanitization is twice a week. It will be Tuesday and Friday next week, after which it will be evaluated as to when it makes the most sense. He included in his Change Order Proposal five weeks of a person taking temperatures. Mr. Boutot stated that the Town was still waiting for responses as to the size of the generator that would be needed to take everything in the building. Mr. Harpie also stated that the Town was aware of the Zoom issue. Mr. Boutot clarified that some security issues with Zoom had been identified. Zoom has made changes on the back end of their system. The Town is not using it for anything that is confidential (it is being used for public meetings). The security risk is non-existent for what the Town is using the platform for. At the end of the meeting, Mr. Harpie stated that it was a credit to the Building Committee, Downes Construction, the project architect, and the Town administration for moving this project along. \$16 million will have been invested in this project by the end of the month. He appreciates all of their efforts. Mr. Murtha thanked Chairperson Harpie for his efforts also.

XI. Adjournment – the meeting adjourned at 6:23 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron,  
Director of Administrative Services